

MEDICAL OFFICE

RESPONSIBILITIES:

The Medical Office is responsible for providing medical services to all personnel employed by or assigned to the Central Intelligence Agency.

FUNCTIONS:

Washington Area - The Medical Office accomplishes the physical evaluation of all employees and employee applicants, including all types of medical examination. The local program also includes emergency First Aid treatment, diagnostic and consultive service, visiting nurse service and the operation of strategically located Health Rooms in the Washington Area.

OVERSEAS:

The Medical Support Program for overseas operations includes the establishment and maintenance of medical installations and the appropriate staffing of such posts in order to provide adequate medical support.

DIVISIONAL ACTIVITIES:

Technical Services Division - Responsible for the establishment of physical standards for all Agency positions both domestic and foreign; the physical evaluation of all employees and applicants, including such examinations as entrance-on-duty, overseas, returnee, return from extensive illness, annual examinations and special examinations; the Agency preventive health program including X-Ray surveys, diagnostic and consultative service when required and a visiting nurse service; the operation of the CIA Dispensary and eleven health rooms in Washington

necessary for the treatment of minor ailments or referral to specialists; the treatment and care of employees' compensation cases within the limits of available facilities, including liaison with the Federal Security Agency on compensation cases; the care and treatment of military personnel in accordance with regulations and referral to military medical installations as required.

Program Coordination Division - responsible for the medical training of technicians, nurses, and medical officers for assignment to CIA operational projects and Agency health program; current world-wide epidemiological information needed to immunize personnel for duty in any part of the world; liaison with other Government agencies such as the Defense Department, Public Health Service, etc., in the exchange of medical information; the establishment and maintenance of a program for collection, analysis, and dissemination of medical information for the Medical Program; the maintenance of a medical research program designed to furnish basic research on special problems of a medical nature for Agency requirements; and the training of lay personnel including operational personnel in elementary and advanced first aid and the medical aspects of operations.

Administrative Support Division - responsible for the development and operation of the Medical Office budget, including the preparation of special project budgets; the development of plans, specifications, equipment, and supply tables for operations support, and the space and maintenance requirements in the Washington area for the Medical Office; the recruitment, processing and maintenance of personnel records of medical personnel including physicians, specialists, nurses, medical technicians,

administrative and clerical personnel both overseas and domestic; and the maintenance of the Medical Supply Program, including current data on new drugs and equipment; the stocking of emergency medical supplies for immediate transfer to field installations; the screening of all medical requisitions both domestic and foreign to maintain Medical Office standards, and the maintenance of a standard medical supply catalog for all Agency requirements.

Psychiatric Division - responsible for providing psychiatric support to components of the Agency as required. This Division develops and maintains criteria and standards for screening and selection of personnel, provides therapy, maintains psychiatric consultant and research programs, and assists the operating divisions with problems in this specialized field.

Special Support Staff - responsible for the establishment, maintenance and technical supervision of medical support operations. This includes advising overseas offices of the medical support required for operational projects in terms of size of medical activities, number and type of professional medical personnel, and medical supplies and equipment needed; the assignment of medical personnel such as doctors, nurses and technicians for operations support, and the handling of correspondence with medical personnel and medical activities overseas regarding the incidence of various diseases, injuries, etc., and their treatment.